

Child and Adult Care Licensing Program Director
State of Tennessee
Department of Human Services
Division of Community and Social Services

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous services throughout Tennessee, including Families First, the states' Temporary Assistance for Needy Families (TANF), Food Stamps (now known as the Supplemental Nutrition Assistance Program or SNAP), Medicaid/TennCare, Child Support, Child and Adult Care Licensing, Adult Protective Services, and Rehabilitation Services. With 133 office locations, DHS is one of the few state agencies with offices in all 95 counties.

TDHS is seeking to fill the position of the Child and Adult Care Licensing Program Director. This position is responsible for providing state office program direction, supervision, technical assistance, and leadership within the Licensing Program, as well as interface with our intra-departmental partners in Assessment and the Certificate Program as well as our federal partners with the Administration of Children and Families, Office of Child Care. The purpose of licensing is to ensure the health, safety and supervision of children and vulnerable adults while in a group care setting. The goal of the program is to ensure healthy, safe and developmentally appropriate care at all times for all individuals in care.

Duties and Responsibilities

- Direct program staff in evaluation, planning, and development for a program area or multiple program areas
- Maintain contact with service delivery and program staff in order to ensure that services are being provided adequately and without duplication
- Study relevant federal and state policies and procedures; determine applicability of new and revised policies and make recommendations for changes to state policies; interpret rules, policies and procedures for field staff
- Direct and administer the review of state rules, policies and procedures for statewide program areas; present outcomes and measurements and expected future goals for service delivery
- Review contracts to ensure departmental requirements are met
- Review program delivery to ensure adherence to department policies and procedures
- Determine necessary corrective actions based on present outcomes and expected future departmental goals
- Handle complaints and answer questions regarding program delivery; specify problematic issues for subordinate staff to evaluate in order to identify circumstances of the complaints; issue final response to complaints based on relevant policies, procedures, and research
- Manage the preparation, submittal, and administration of program-operating budgets
- Evaluate department options for maximizing fiscal resources (i.e., federal grants, state grants, and reallocation of appropriated funds); summarize current and projected financial position of the budget for the programs; project future revenue and expenses based on current trends

- Prepare proposals for new and existing programs; coordinate department budget with fiscal staff
- Make recommendations to legislature regarding divisional needs; prepare information for presentations to legislature
- Represents the Department at Federal, Regional, and Statewide meetings and conferences.

Qualifications

Bachelor's degree in Management, Business, Political Science, Social Work, etc. –

Master's degree in same preferred

Demonstrated ability to foster teamwork and progress toward a stated vision with a large scale workforce

Exceptional writing and verbal skills, including presentation and public speaking skills

All interested candidates should submit a resume to:

Pat Wade

Assistant Commissioner of Community and Social Services

TN Department of Human Services

400 Deaderick Street, 15thFloor

Nashville, TN 37243

Pat.Wade@tn.gov

The State of TN is an Equal Opportunity Employer